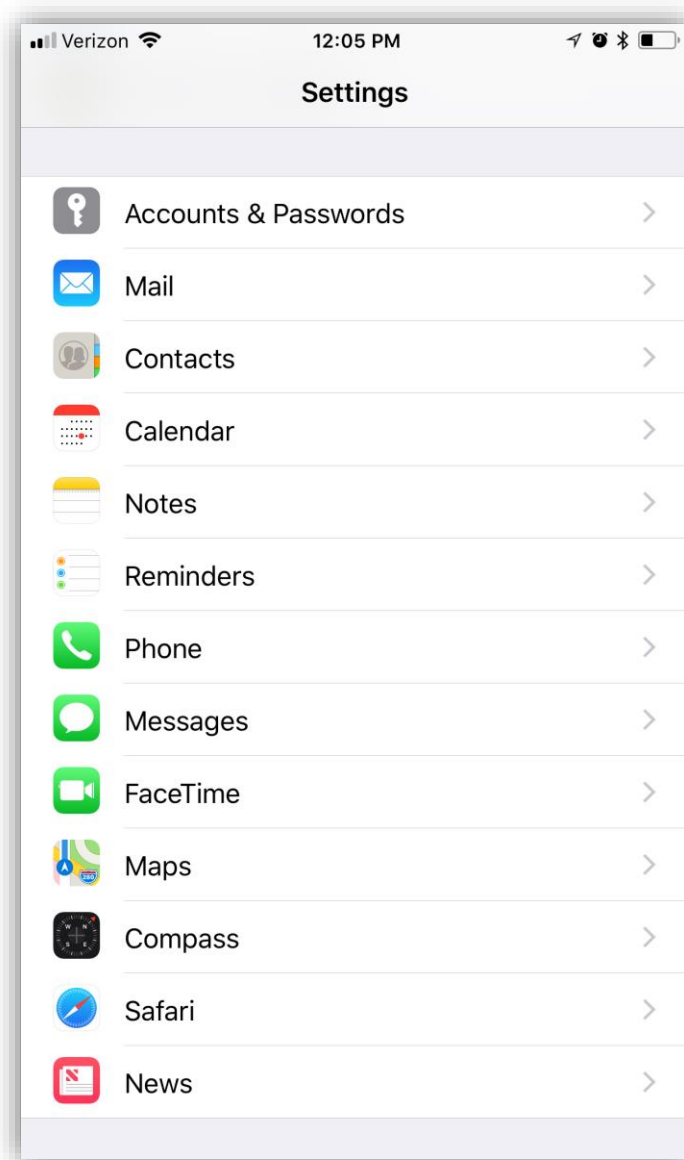
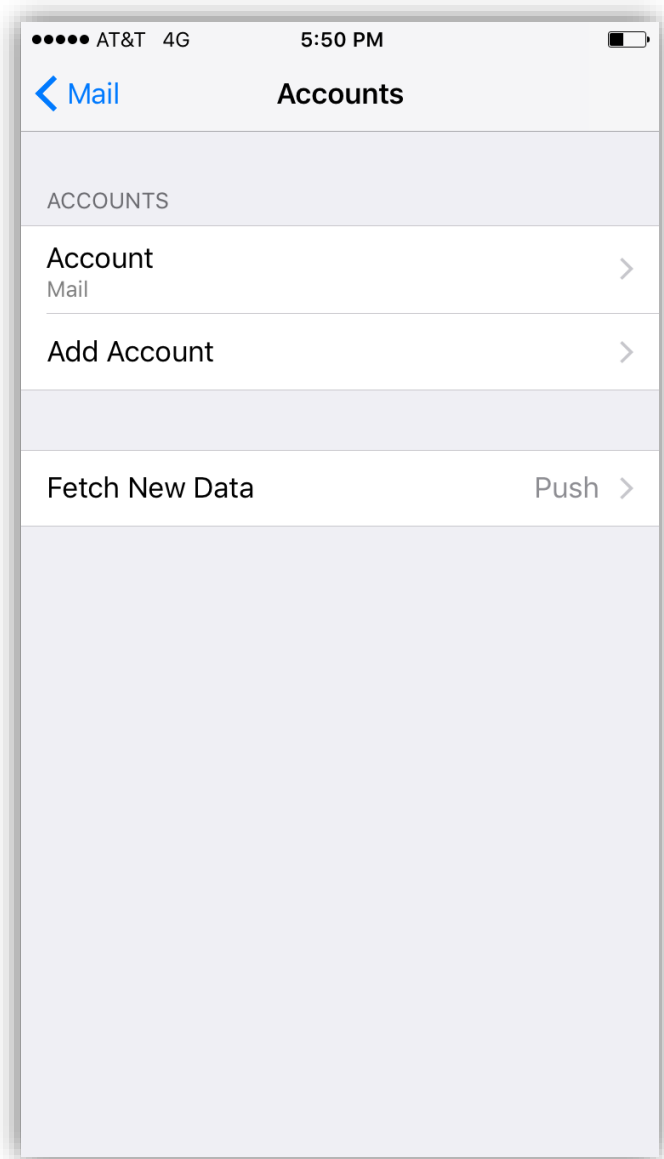


Configuring Mail on iOS 12 (iPhone/iPad)

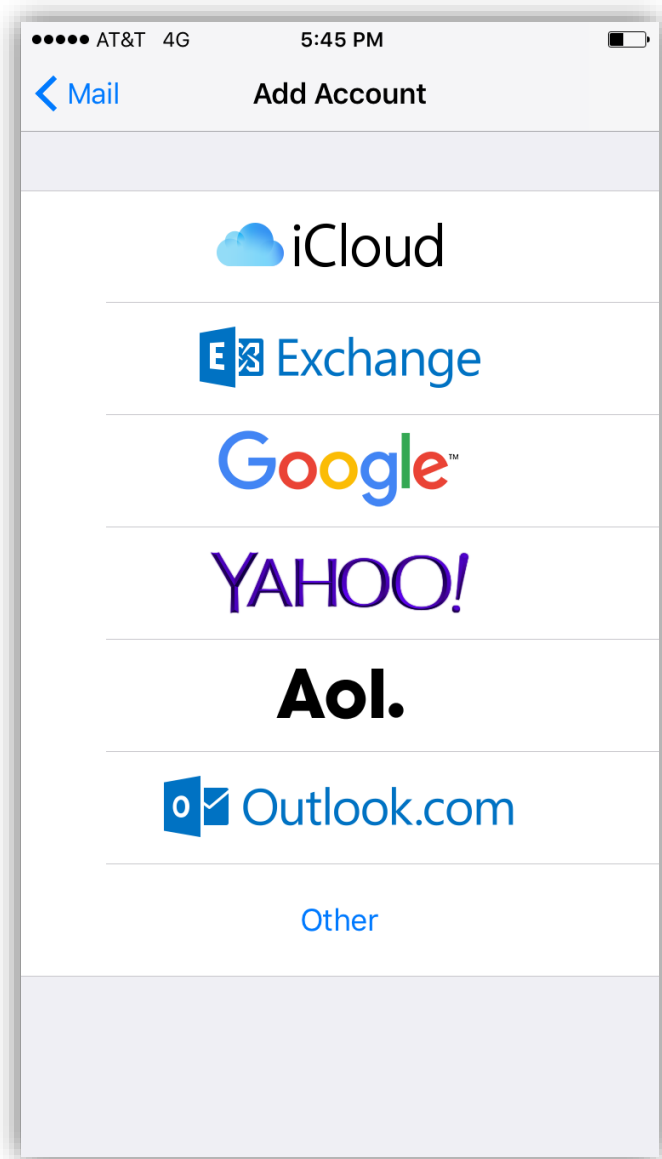
1. On the home screen, tap the **Settings** icon.
2. Within Settings, scroll down and tap **Accounts and Passwords**



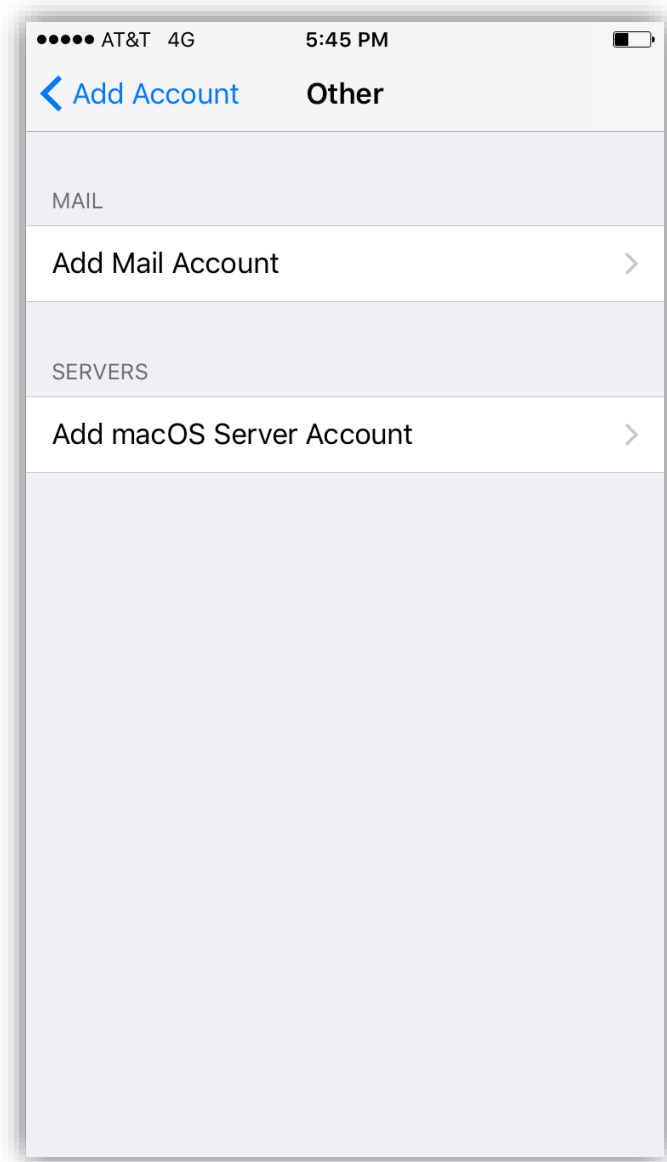
3. Tap **Add Account**



4. Tap **Other**, at the bottom



5. Tap **Add Mail Account**



6. The next screen will ask for basic account information:

Name: Your first and last name
Email: Your full email address
Password: Your mailbox password
Description: Anything you'd like!

7. Tap **Next**

8. Make sure **IMAP** is selected

Enter the following server details:

Name: Your first and last name

Email: Your full email address

Description: Should already be prefilled from last section

Password: Your mailbox password

Incoming Server Settings

Host Name: secure.emailsrvr.com

User Name: Your full email address

Password: Your mailbox password

Outgoing Server Settings

Host Name: secure.emailsrvr.com

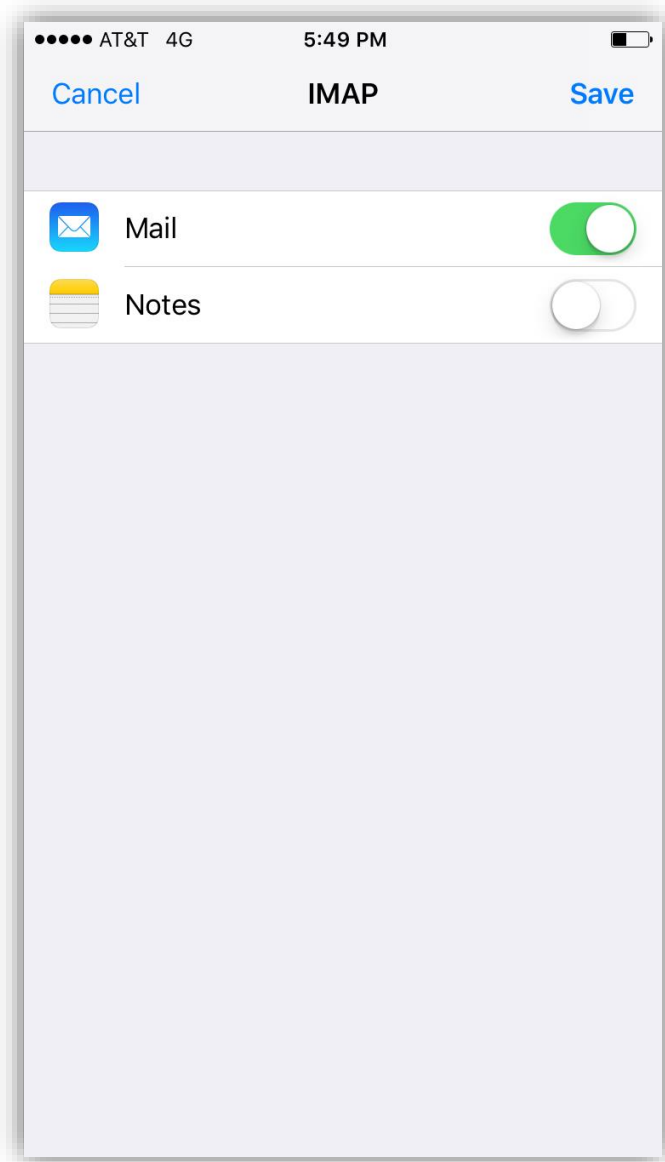
User Name: Your full email address

Password: Your mailbox password

Note: Even though it says optional, they are **NOT** optional. If you skip these fields, you will **NOT** be able to send out email.

9. Tap **Next**

10. Select the desired settings and tap **Save**



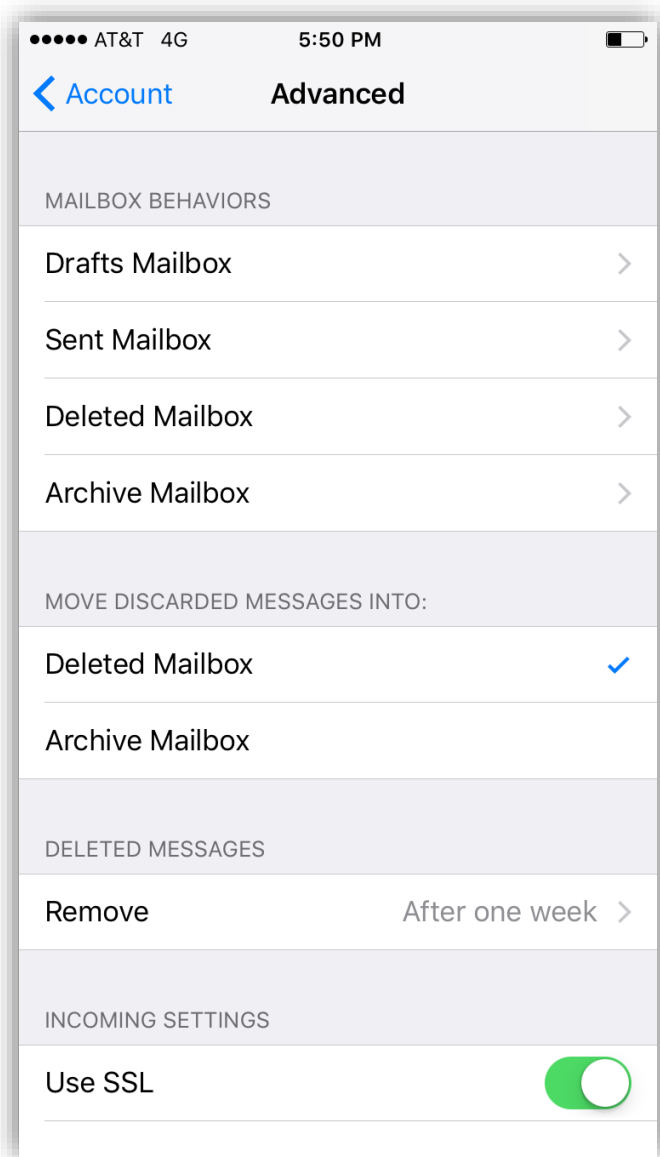
11. Next, we are configuring your iPhone to sync your various IMAP folders and prevent duplicate folders from showing up. We call this Folder Mapping; below are the steps to do so.

12. Within the **Mail** settings window, select the account that you just added.

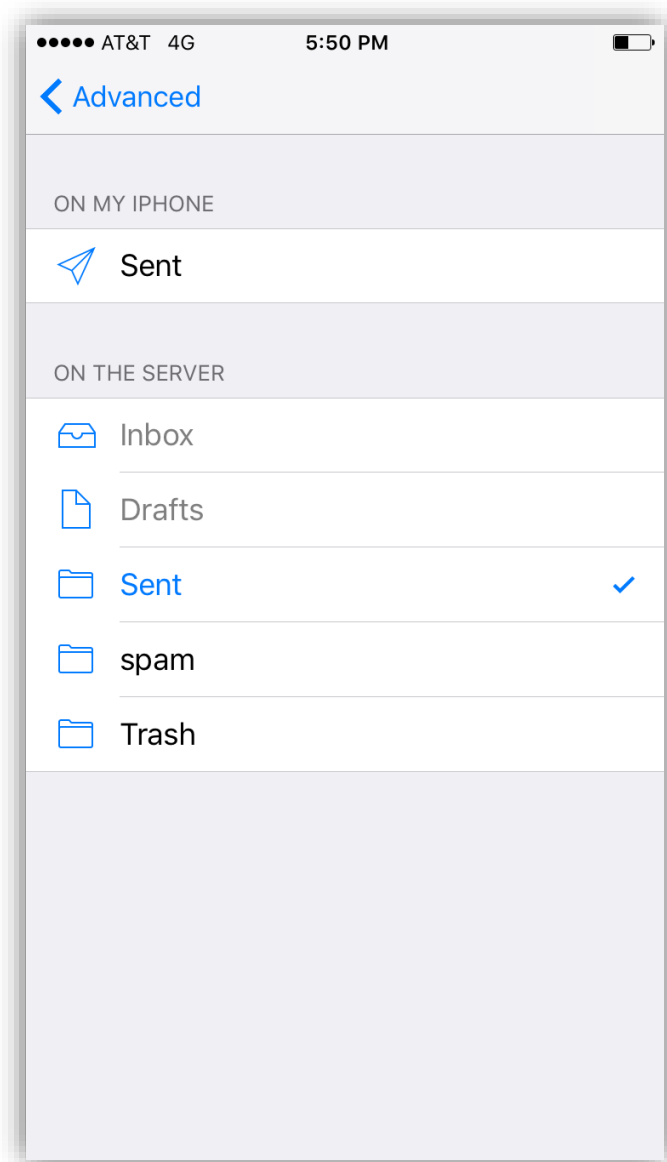
13. Under **IMAP**, tap **Account**

14. Within the account settings, select **Advanced** at the bottom

15. Under **MAILBOX BEHAVIORS**, select **Sent Mailbox**



16. Select the appropriate folder under **ON THE SERVER**.



17. Now repeat the previous step for **Deleted Mailbox**.

Ignore the **Archive Mailbox**, it won't be used.

18. Last step! Make sure **Deleted Mailbox** is selected under **MOVE DISCARDED MESSAGES INTO**. This will ensure deleted messages go to the Deleted Mailbox folder.

19. **Now you're done!** Go back to the home screen and launch the Mail app. Your email should appear within a few minutes, depending on the amount of items to sync.

Note: If you have a large mailbox, it may take several minutes before email appears. Please wait at least 15 minutes before troubleshooting.